



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Administrative

Position Title: Chief Academic Officer

Position Level: Administrative
Salary Scale/ 12 months (Senior
Management Class)

FLSA Status:
 Exempt
 Non-Exempt

Reports to: Deputy
Superintendent

GENERAL DESCRIPTION

- Serves as the cabinet member directly responsible for curriculum development and implementation and oversees corresponding departments that support curriculum, teaching, and learning.
- Collaborates with Assistant Superintendents of all levels to ensure curriculum development and implementation with fidelity and alignment.
- Leads monitoring of and adjustments to curriculum development and implementation meant to close achievement gaps.
- Assists in the preparation and presentation of School Board agenda items in relevant areas of responsibility.
- Provides positive support to the Superintendent through the use of extensive oral and written communication to all stakeholders.

KEY RESPONSIBILITIES

Facilitate consistent and efficient planning, development, implementation, and evaluation of curriculum and instruction programs and services for schools and students that reflect a systemic approach and avoid duplication of efforts.

Ensure that the School District's Teaching and Learning Division, functions, programs, and services align with the School Board's strategic plan, vision, and mission and focus upon improving achievement for all students and eliminating the achievement gap.

Coordinate the supervision and evaluation of school-based leadership personnel.

Facilitate and prepare recommendations for the School Board's approval relative to the selection of textbooks, instructional materials and equipment, other curriculum materials, and instructional programs and services as may be necessary.

Coordinate school requests for services with other School District departments, functions, and resources in order to align with the School District's budget and purchasing processes and procedures.

Provide for effective programs of Adult Education, Alternative Education, Exceptional Student Education, Multicultural Education, and other curriculum and instruction programs and services.

Assist the Deputy Superintendent with strategic planning, implementation, and monitoring results of School District curriculum and instruction programs and services.

Coordinate on-going assessment of academic achievement and diagnosis of student learning needs by managing the collection, analysis, and reporting of student data to inform curriculum and instruction programs and services and to make adjustments as needed.

Collaborate with school and School District staff to ensure alignment of curriculum and instruction, interventions, assessments, and support so that students achieve their highest potential.

Serve with educational leaders on School District and state-level work groups, committees, and project action teams that directly support schools in meeting student needs.
Facilitate and coordinate collaboration and partnerships with community agencies/ organizations and education institutions for mutual goal achievement.
Supervise employees within the Teaching and Learning Division, including the Departments of Curriculum and Instruction, Exceptional Student Education, Multicultural Education, School Improvement, and School Transformation.
Plan and implement a system of feedback and evaluation regarding the effectiveness of the Teaching and Learning Division as perceived by users of their programs, services, and support.
Manifest a professional code of ethics and values.
Make all decisions and perform all tasks in compliance with state and federal laws and School Board Rules and in accordance with the School District's strategic plan, vision, and mission.
Direct, oversee and evaluate department staff in terms of their performance responsibilities and productivity in achieving the School District's goals.
Participate in School District planning, development, and evaluation.
Provide outstanding customer service and use positive interpersonal communications skills.
Plan and direct a system of feedback and assessment of School District-level programs to determine their responsiveness to the learning communities' needs.
Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing SDOC in a positive light.
Keep the Superintendent, Deputy Superintendent, and School District Leadership informed about critical issues and incidents about which they should be informed.
Follow the School District's policies and procedures as related to all Human Resources guidelines, executive limitations, the School District's instructional initiatives, and the School District's charter guidelines.
Follow the School District's policies and procedures as related to fixed assets.
Develop leadership in subordinates.
Model the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
Responsible for keeping up to date on current technology being used by SDOC. With the support of the School District, attends training to ensure skill level in various technologies is at the level required to perform in current position.
Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.
Perform other duties and responsibilities assigned by the supervisor.

CLASS SPECIFICATION

Position Title: Chief Academic Officer

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master’s Degree from an accredited educational institution. Certified in Educational Leadership, Administration and/or Supervision or as a School Principal by the State of Florida. Earned Doctorate from an accredited educational institution preferred.
<i>Work Experience:</i>	Minimum of three (3) years successful teaching experience. Minimum of seven (7) years progressive successful administrative experience in public education. School Principal experience preferred. A demonstrated knowledge in Florida law as it pertains to the operation of schools.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of the district and affects specific operations beyond the scope of the School District of Osceola County.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with District-wide policies. Decisions may have long-term impact on the School District.
<i>Communications:</i>	Requires developing and maintaining ongoing internal and external relationships involving formal negotiations. This calls for a well-developed sense of timing, strategy and may involve detailed explanation and interpretation of policies, rules and regulations. Requires the handling of extremely delicate/sensitive relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for supervising multiple departments, an entire facility/school with full responsibility for effective operation and results.
<i>Planning:</i>	Three Years or More: Formal plans that are strategic in nature, and have future impact beyond three years.
<i>Job-Related Knowledge and Skills:</i>	<p>Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District.</p> <p>Requires a thorough understanding of elementary and secondary education Pre-Kindergarten through grade 12; adult, technical, and vocational education; educational program assessment instrumentation, application, and interpretation; Florida's public education funding mechanisms and budgeting/reporting requirements; and, a familiarity with federal and state</p>

CLASS SPECIFICATION

	guidelines for grant acquisition and compliance. Understand the variety of community agencies and their respective roles in support of public education. Be aware of latest research in areas of program responsibility. Exhibit an ability to communicate orally and in writing; an ability to maintain effective working relationships with the public and employees; possess skills related to problem identification and problem solving; and, demonstrated ability to plan, supervise, organize, schedule, conduct, and evaluate programs and services. Demonstrate a thorough knowledge of board policy and district rules, regulations, practices and procedures. Demonstrate knowledge of Florida law as it pertains to instructional programs and related services. All required qualification licensure must remain current. Must have a valid Florida Driver's License.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
TERMS OF EMPLOYMENT	
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i>	
<i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>	
HISTORY OF BOARD APPROVAL AND REVISIONS	
Board Approved: 04.23.24	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.